

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73646
Job Class Code:	360	Salary Schedule:	ASRRCCOMP
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	07/01/97	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: CLASSIFICATION COMPENSATION ANALYST SENIOR

HRIS TITLE: CLASS COMP ANALYST SR

WORK DESCRIPTION: Performs senior level human resources work in the areas of classification and compensation by serving in one of two capacities: 1. A compensation specialist technically skilled in quantitative concepts, statistics, math modeling and regression analysis, and compensation program design, development, and administration; or 2. A lead analyst providing advice and counsel to other professional staff in job evaluation, FLSA determination, job description writing and compensation analysis. In all assignments, seeks and responds to information requests from other public and private sector organizations, other agencies within State service, and division management regarding classification and compensation matters. May supervise administrative support staff or entry level professional staff.

WORK ACTIVITIES: instructs and counsels lower level staff involved in such activities as the review, analysis and evaluation of positions and the determination of appropriate classification and/or salary level for new or modified classes.

Responds to questions and resolves problems presented by subordinate-level staff regarding work processes, policies and methods.

Provides technical assistance and consultation to agency management in order to facilitate organizational and functional planning.

Designs, develops and administers an effective compensation program through the use of quantitative concepts, statistics, math modeling and regression analysis.

Determines appropriate fair labor standards act (flsa) designations, requiring in-depth review and interpretation of department of labor rules and regulations.

Assures that the basic principle of "equal pay for equal work" is sought for classification decisions regarding both covered and uncovered positions.

Conducts a variety of feasibility studies to ascertain if reclassification or regrading of positions or classes is suitable.

Utilizing survey information, makes recommendations to solve difficult and complex pay problems, while still maintaining equity within the system.

Serves as a resource on compensation issues for executive or legislative committees.

Uses sophisticated modeling and statistical analysis to interpret and validate data and presents it to management.

Develops class specifications detailing distinguishing characteristics; level of responsibility and authority; applied knowledge, skills and abilities; and major work activities.

Plans, coordinates and participates in classification maintenance review (cmr) processes designed to review agency-wide classifications and recommend appropriate changes.

Prepares a variety of advisory and interpretive correspondence for own and supervisor/human resources directors and agency directors use or signatures.

Travels to work sites to perform job analysis, conduct special studies and meet with agency management. Assists in evaluating assigned staff. Performs related work as required.

WORK CONDITIONS: Works in a standard office environment. Requires concentration and attention to detail; regular involvement in problem resolution. May require close viewing of computer screen; occasional travel outside of office environment.

SUPERVISION: Works under the general supervision of the Classification Manager or Classification/Compensation Section Manager.

WORK RESULTS/PRODUCTS: Functioning work unit; informed subordinate-level staff; consistently applied policies and procedures; creatively-resolved problems; suitable pay plans and salary ranges; clear and concise classification specifications.

RESPONSIBILITY: Either personally or through staff, assists and advises management by researching, analyzing and recommending alternatives to resolve compensation and classification concerns expressed by management.

AUTHORITY: Signature authority for all covered-service establishment and reclassification transactions; FLSA determinations; to conduct salary surveys, analyze findings and make recommendations; to resolve significant salary problems and recommend appropriate course(s) of action; may act in the absence of the unit or section manager.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Theories, concepts, principles and techniques pertinent to classification and/or compensation; salary survey methods and techniques; State government organization, operation, processes and procedures; Arizona Administrative Code (Personnel Rules) and Fair Labor Standards Act (FLSA), as amended; Human Resources management principles and practices; Mathematical techniques used in statistics.

Skill/Ability to: Work management and work leadership; Decision making and problem resolution skills necessary to make timely decisions to resolve complex issues; Effective written communication skills to produce detailed, clear and concise audit reports in support of determinations; Excellent oral communication skills in necessary to provide response to a broad variety of requests from requesting agencies, management and subordinate level staff; Research and analytical skills sufficient to compile supporting information from a wide variety of sources, and to organize facts and draw clear and logical conclusions; Interpersonal skills in developing and maintaining effective working relationships; Organizational skills sufficient to prioritize and complete work assignments despite numerous interruptions; Skilled in math modeling and regression analysis for use in compensation program design, development, and administration.

SPECIAL SELECTION FACTORS: A Bachelor's degree or equivalent knowledge and skills, however acquired, plus three years progressively responsible experience in the classification/compensation arena.